



Joint Force Headquarters Indiana
Army National Guard Vacancy Announcement



OPEN

Human Resources Office 2002 South Holt Road Indianapolis, IN 46241-4839		Announcement No.	Date Issued		Closing Date
		14-034-A	24 February 2014		10 March 2014
Commercial Phone	DSN Phone	Salary Range		Component	Series, Grade
(317) 247-3300 ext 74013	369-2469 ext 74013	AGR		Army National Guard	SSG/E-6
Permanent Change of Station (PCS): PCS funds <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT available					Unit of Assignment & Location
Position Title		Type of Appointment			
RECRUITING & RETENTION NCO INO Open		<input checked="" type="checkbox"/> Military Duty Tour (AGR), Title 32, U.S.C., Sec 502(f) -			INARNG R&R BN INDIANAPOLIS, IN (VARIOUS LOCATIONS)
Announcement Open to:					
<input checked="" type="checkbox"/> Enlisted Only <input checked="" type="checkbox"/> Open to current <u>on-board Active Guard Reserve (AGR)</u> members of the Indiana Army National Guard <input checked="" type="checkbox"/> Open to those <u>eligible to become Active Guard Reserve (AGR)</u> members of the Indiana Army National Guard <input checked="" type="checkbox"/> OPEN to Female soldiers.					
Military Grade Requirements:		Minimum Grade:	SPC/E-4	Maximum Grade:	SSG/E-6
Compatible Military Assignment: Must either hold or be eligible to hold Military Occupational Specialty (MOS) 79T in the unit of assignment. Duty MOS for this position is 00F34 .					
MOS requirements for NON MOS qualified applicants: Requires minimum score of 110 in aptitude area GT waivable to 100 with a score of 100 in aptitude ST for test administered prior to 2 January 2002. A minimum score of 110 in aptitude area GT waivable to 100 and 96 in aptitude area ST on test administered on and after 2 January 2002. Physical profile requirement for initial award of MOS is 132221 .					
Duties and Responsibilities: Primary responsibility of a Recruiting and Retention NCO is to recruit and retrain qualified soldiers for entry in to the Indiana Army National Guard. As a Recruiting and Retention NCO, you are responsible for the following tasks:					

THE INDIANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. ALL APPLICANTS WILL BE GIVEN CONSIDERATION WITHOUT REGARD TO COLOR, RACE, RELIGION, NATIONAL ORIGIN, GENDER, AGE OR ANY OTHER NON-MERIT FACTOR.

- * Conducting a school program.
- * Determining basic enlistment eligibility.
- * Pre-qualifying individuals for enlistment.
- * Preparing and completing enlistment packets.
- * Conducting enlistment, attrition, and retention interviews.

Conditions of Employment (AGR position):

General Requirements:

- ☒ Once selected and assigned, AGR members must remain in the position for a minimum of **thirty-six** (36) months.
- ☒ Applicants must meet requirements of Chapter 3 medical standards per AR 600-9 and AR 40-501.
- ☒ Continuation in the AGR program is based on satisfactory job performance, medical qualifications, and approval of TAG.
- ☒ Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- ☒ Current Technician employees that enter into the AGR program will be separated (or given the option of entering LWOP) from their Technician employment on the day prior to the AGR status effective date.
- ☒ **Security Clearance:** Selectee must have or be eligible to obtain a SECRET security clearance.
- ☒ If selected, a criminal history check will be conducted. Results of this investigation may cause personnel not to be hired.
- ☒ **Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- ☒ **Direct Deposit/Electronic Fund Transfer Program:** Selectee is required to participate as a condition of employment.
- ☒ **SPC/E-4s must have six (6) months time in grade to be considered.**
- ☒ **Required to become 79T qualified within 1 year of assignment. Minimum Grade E-4.**

APPLICATIONS AND SELECTION PROCEDURES:

INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED.

Applicants, as a minimum will submit the following :

- ☐ **NGB Form 34-1**, dtd 201011 (Application for Active Guard/Reserve Tour)-must be completed and signed (Not required for On-Board AGR).
- ☐ **Memo** explaining any “Yes” answers (except 9&10) to **Section IV** on 2nd page of NGB Form 34-1 (If applicable)
- ☐ **DA 4187** signed by SRFTUS. (Required for On-Board AGR ONLY).
- ☐ **Memo** with contact info. (Include additional email addresses and alternate phone numbers with extensions)
- ☐ Copy of **DA Form 2-1** or **DA Form 2** as appropriate. (Complete w/ ASVAB scores)
- ☐ Medical Protection System (**MEDPROS**) printout (Current printout within 30 days)
- ☐ Applicant must furnish a copy of his/her current **Temporary/Permanent Profile** (if applicable).
- ☐ NGB Form 23b (**RPAM Statement**). - **not required for On-Board AGR.**

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- ☐ Copies of all **DD Form 214s** - **not required for On-Board AGR.**
- ☐ **NCOERs:** Last **5 years of consecutive** NCOERs.
- ☐ **Letter of Recommendation:** All E4 and below. E5 and above who do not meet the NCOER requirement due to being promoted after 205 needs a Letter of Recommendation. Letter of Recommendations do not take place of missing NCOERs. No exceptions.
- ☐ A current **height/weight statement** from **Commander** that verifies your height/weight. **(Must be current within 30 days)**
- ☐ If you exceed the MAW, you must submit a **DA Form 5500-R**, Body Fat Content Worksheet **(Must be within 30 days)**
- ☐ Copy of current **DA Form 705** (APFT Scorecard **completed w/ht and wt**) with last **2 Record APFT**. Test must be within 9 months for AGR personnel.

IN ACCORDANCE WITH AR 135-18, APPLICANTS REQUESTING INITIAL ENTRY INTO THE AGR PROGRAM MUST POSSESS THE QUALIFICATIONS PRESCRIBED IN TABLE 2-1, NOT BE DISQUALIFIED UNDER TABLES 2-2 OR 2-3 AND MEET ANY ADDITIONAL REQUIREMENTS IMPOSED BY THE INARNG.

DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.

☒ Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement.** **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-4839 , Email: nq.in.inarng.mbx.mdihrweb@mail.mil
Original signature will be required for EMAILED copies at the time of the interview.

Coordinating Official: Mr. Melvin Cravens, Operations Officer, Detachment 18 R&R, Indianapolis, IN 317-964-7092

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